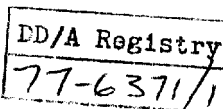


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8 DEC 1977

DD/A Registry

File *Security*

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Security Assistance to Headquarters
Christmas Parties (AIUO)

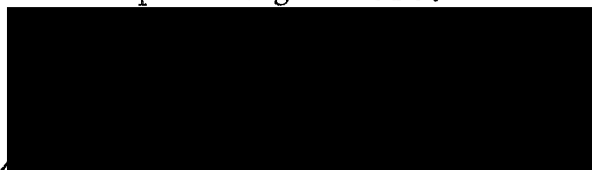
1. Action Requested: None; for information only.

2. Reference is made to your memorandum of 17 November 1977 designating Monday, 19 December 1977, and Wednesday, 21 December 1977, as the days for Christmas festivities for this Agency. Once again, the Office of Security plans to augment its Headquarters security coverage to assist as necessary with the Christmas parties. Our unobtrusive efforts will be concentrated toward the monitoring of the Headquarters Building exits in an attempt to assist personnel who apparently face driving problems. The coverage will commence at 1530 hours each day and will continue until every entrance is secured or until the parties have terminated, whichever comes first.

Appropriate senior security officers will be on hand, two extra vehicular patrols will be assigned to the parking lot areas, and two-man teams will be utilized at each entrance. Two female employees will also be assigned to assist in any situations involving female personnel.

We also intend to serve coffee and doughnuts in the Headquarters Security Branch during the party hours. The above coverage will be accomplished as effectively as possible, and it is our sincere desire that this coverage will be considered as a contribution to the success of each and every party rather than a policing effort.

STATINTL



Robert W. Gambino

OS 7 4993

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